

# COURSE DESCRIPTIONS AND POLICIES

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## Course Number and Title

**WBL 111, 112, 113:** Work Based Learning I  
**WBL 121:** Work Based Learning II  
**WBL 131:** Work Based Learning III

**Textbooks:** TBD by cooperative education instructor

## Prerequisites

- Enrollment in a curriculum program of study approved to offer work based learning;
- Instructor, department chair, or work based learning approval.

## Course Description

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

## Measurable Learning Objectives

With the assistance of your instructor and supervisor, you should come up with meaningful Measurable Learning Objectives (MLOs) that are relevant to your program of study. These MLO statements should clearly and precisely describe specific goals to work on during the semester. In addition, these goals should be easily measured or assessed at the end of the semester. Since cooperative education is an academic program, credit is awarded based on the learning that occurs as a result of working, not for actual work done on the job. Your MLOs serve to document this learning. MLOs must be developed within the first two (2) weeks of employment.

## Attendance Policy

Students are required to attend meetings requested by their instructors. Students are expected to report punctually and regularly for work. It is the responsibility of the student to notify the employer promptly if unable to work for any reason.

**Students must work at least 80% of the required work hours to pass the course.** (For a one credit hour course, 80% is 128 hours.) However, students who do not work the full 160 hours may have points deducted from their final grades. These policies

## Grading Policy:

Grades will be based upon the following criteria:

- Attendance (see below)
- Meeting Deadlines for Paperwork
- Worksite Visit/ Midterm Evaluation
- Measurable Learning Objective(s)
- Employer Evaluation of Student
- Student Self-Evaluation
- Instructor's Evaluation
- Other criteria as determined your instructor

## Withdrawal Policy:

Students who wish to withdraw from work-based learning should submit their WBL workbooks with their course withdrawal form to their instructor. The workbook should accurately and honestly reflect all work completed up to the date of withdrawal. All completed work hours prior to the withdrawal should be documented and verified by the employer.

## Other Policies:

### Work-based Learning Students must

1. Complete all required paperwork;
2. Attend meetings and seminars set by the cooperative education instructor;
3. Be covered by adequate accident insurance;
4. Furnish up-to-date information about the employer as well as any changes to a student's address, enrollment in the course (such as a withdrawal);
5. Inform the WBL instructor or coordinator as soon as any concerns or problems arise;
6. Remain in the WBL position for the duration of the term unless special arrangements have been made with the instructor and employer.